

APPOINTMENTS AND SCHEDULING, OFFICE OF: Records, 1981-1989 – REAGAN LIBRARY COLLECTIONS

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The non-bolded folders are subject to Freedom of Information Act (FOIA) requests under the provisions of the Presidential Records Act (PRA).

If you are interested in submitting a FOIA request for access to any of the unavailable records or have any questions about these collections or series, please contact our archival staff at 1-800-410-8354, outside the US at 1-805-577-4012, or email reagan.library@nara.gov.

APPOINTMENTS AND SCHEDULING, OFFICE OF: Records, 1981-1989

A preliminary arrangement was completed for this office resulting in six series. They are: SERIES I: Presidential Schedules; SERIES II: Set-Up Memos; SERIES III: Subject Files; SERIES IV: Phyllis Hallahan Material; SERIES V: State Files; SERIES VI: Event Files; SERIES VII: Administration.

Series IV was donated to the Library by the estate of Phyllis Hallahan, a longtime volunteer in the Office of Appointments and Scheduling. Material includes drafts, outgoing letters written by Hallahan in response to requests for meetings with the President; inserts and background material included in outgoing letters; administrative material for the Office; and general instructive memos to all of the White House Staff. Hallahan continued past January 20, 1989 so a very small amount of work product for the George H.W. Bush Administration is included in this material.

The three directors of this office were [Gregory Newell](#), 1981-1982; William Sadlier, 1982-1983; and [Frederick J. Ryan](#), 1983-1989. The Library has a separate collection for both Newell and Ryan. We do not have a collection for Sadlier. His work product may be found within office series.

Mr. Ryan also served as the [Director of Private Sector Initiatives](#), so some of the event and subject folders cross over as part of the agenda for this office.

CONTAINER LIST

SERIES I: PRESIDENTIAL SCHEDULES

OA 6102

[Monthly Block Schedules Issued February 1981]

[Monthly Block Schedules Issued March 1981]

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OA 9029

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[Monthly Block Schedules Issued December 1986]
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[Monthly Block Schedules Issued February 1987]
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OA 9030

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[Narrative Presidential Schedules July 1982]

OA 9031

[Narrative Presidential Schedules August 1982]
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[Narrative Presidential Schedules December 1982]
[Narrative Presidential Schedules January 1983]
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OA 9032

[Narrative Presidential Schedules May 1983]
[Narrative Presidential Schedules June 1983]
[Narrative Presidential Schedules July 1983]
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[Narrative Presidential Schedules September 1983]
[Narrative Presidential Schedules October 1983]

OA 9755

[Narrative Presidential Schedules November 1983]
[Narrative Presidential Schedules December 1983]
[Narrative Presidential Schedules January 1984] (1)(2)
[Narrative Presidential Schedules February 1984]
[Narrative Presidential Schedules March 1984] (1)(2)

OA 11169

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[Narrative Presidential Schedules May 1984] (1)(2)
[Narrative Presidential Schedules June 1984] (1)(2)
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[Narrative Presidential Schedules August 1984]

OA 11170

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[Narrative Presidential Schedules October 1984]
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OA 11364

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OA 11365

[Narrative Presidential Schedules] July 1985
[Narrative Presidential Schedules] August 1985
[Narrative Presidential Schedules] September 1985
[Narrative Presidential Schedules] October 1985
[Narrative Presidential Schedules] November 1985
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OA 13838

[Narrative Presidential Schedules January 1986]
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OA 13839

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[Narrative Presidential Schedules] October 1986 (1)(2)

OA 14706

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OA 14707

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OA 15374

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OA 15375

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[Calendar of Events 1985]
[Handwritten Notes Regarding Potential Events]
Monthly Schedule (Working Papers) [Blank Forms]

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October Setup Memos 1981
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December Setup Memos 1981
Setup Memos for January 1982
Setup Memos for February 1982

Setup Memos for March 1982
Setup Memos for April 1982
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[Setup Memos for June 1982]
Setup Memos for July 1982
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September Setups 1982
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November Setup Memos 1982
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Setup Memos for January 1983
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OA 16855

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[Setup Memos for June 1983]
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January Setups 1984
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Setups for July 1984
Setups for August 1984

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OA 18338

Adopt a School
Adult Literacy
Agriculture
AIDS
Awards
Bicentennial of U.S. Constitution
Blacks
Blue Collar
Boy Scouts/Girl Scouts
[British-American Conference on PSI]
Brusselmans, Ann

[FY 1987 Budget Advocacy Material]

[Budget Offensive Calendar January 1986-February 1986]

[Meetings with Business Leaders]

Camarena, Enrique

Camp Good Times PSI

Camp Ronald McDonald

Carmen, Gerald

Catholic (1)-(4)

CBS Portrait Series

Child Care

[Commemorative Proclamations 1981 (List)]

Commencements

Crime

Church

[Douglas, Keri]

Economic Recovery

Education

[Education] (1)-(5)

Education Events

OA 18339

Enterprise Zones (1)-(3)

Environment

[Environmental Events 1983]

Ethnic Groups

[Fairness II - An Executive Briefing Book 05/01/1983]

Family

Future

Heroes

High Tech

OA 18340

Hispanic

Holidays

[Inaugural Fund Surplus 1985]

[Lowe, Edward Material]

Medal of Freedom General Information

Medal of Freedom 1985

Medal of Freedom 1986

Medal of Freedom 1987

Medal of Freedom 1988

Medal of Freedom 1989

Military

Morris, Edmund

[Morris, Edmund]

Morrow, Doug

Patriotism

Policemen and Firemen

[Populism] (1)(2)

[President's Council on Physical Fitness and Sports – Executive Order]

[President: Voting]

[Private Sector Initiatives: ABC/PBS Literary Campaign]

[Private Sector Initiatives: International Conferences]

[Private Sector Initiatives: Robinson, James D. III]

[Reagan, Maureen: Salute to First Lady]

[Secondary School Recognition Program / Progress Report 04/13/1983]

Senior Citizens

Small Business

OA 18341

[Social Spending: Speech Material]

Space

[U.S. Space Camp Training Program - Manual]

Background Information on U.S. Space Camp (Envelope)

VHS Tape "U.S. Space Camp Adventure" (Stored in Audio/Visual for preservation)

U.S. Space Camp Newsletters for Past Camp Attendees (Envelope)

Photographs of the Space Center and U.S. Space Camp (Envelope)

Background Information of Space and Rocket Center (Envelope)

VHS Tape "Space and Rocket Center (NASA)" (Stored in Audio/Visual for preservation)

Past Articles on U.S. Space Camp (Envelope)

Space & Rocket Center (NASA) - (Videotape - moved to A/V for storage)

U.S. Space Camp Adventure" (Videotape - moved to A/V for storage)

Statue of Liberty Centennial (1)-(3)

Statue of Liberty Centennial [Initial Planning]

Statue of Liberty Centennial [Liberty Weekend '86 – First Draft]

Statue of Liberty Centennial [Packet – October 1985]

Statue of Liberty Centennial [Presidential Activities] (1)(2)

**Statue of Liberty Centennial: The President and Mrs. Reagan's Participation in
Liberty Weekend**

Statue of Liberty Centennial [General (February 1986 – April 1986)] (1)-(3)

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Statue of Liberty Centennial [Medal of Liberty]

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Statue of Liberty Centennial [Operation Sail 1986 Brochure]

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Statue of Liberty Centennial [Invitees] (1)(2)

Statue of Liberty Centennial [Memos and Speech Texts (Binder)] (1)(2)

Statue of Liberty Centennial [Media Packet] (1)(2)

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Trade Forums

United Way 1987

USSR

Veterans

Wirthlin, Richard

[Wirthlin, Richard – Memos 01/13/1983-01/17/1983] (1)(2)

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Youth

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OA 18342

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[Drafts of Outgoing Letters Composed by Phyllis Hallahan] (1)-(22)

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[Publications] (1)-(5)

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[Ronald Reagan Daily Schedules, 1986-1987]

[Volunteer Files] (1)(2)

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SERIES V: STATE FILES

OA 18342, cont.

Alabama

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

Florida

Georgia

Hawaii

Idaho

Illinois

OA 18343

Indiana

Iowa

Kansas

Kentucky

Louisiana

Maine

Maryland

Massachusetts
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
Nevada
New Hampshire
New Jersey
New Mexico
New York
North Carolina

OA 18818
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
Rhode Island
South Carolina
South Dakota
Tennessee
Texas
Utah
Vermont
Virginia
Washington
West Virginia
Wisconsin
Wyoming

SERIES VI: EVENT FILES

OA 18819

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[Vocational Industrial Clubs of America 06/29/1983]

U. S. Olympic Ski Team 10/20/1983

William Kopsatfis Meeting 11/01/1983

Meeting with Miss USA and Miss Universe 01/09/1984

NCAA Women's Basketball Champs 04/06/1984

NCAA Men's Basketball Champs 04/07/1984

Electronic Industry Association 04/10/1984

All American Collegiate Golf Foundation 04/13/1984

Miss America 05/11/1984

NBA Champs 06/13/1984

USIA Private Sector Committee 06/21/1984

Mai Shanley - Miss USA 06/28/1984

Old Timers 07/02/1984

Karen Dennis 07/27/1984

Joyce Hart 08/16/1984

Bowling Photo 09/06/1984

[Rudolph Hines 09/19/1984]

Bonnie Consolo 09/24/1984

Women's Sports Foundation 09/26/1984

Vanessa Williams Miss America 10/17/1984

Carlos Lopes 10/18/1984

Hero of Young America 10/25/1984

Doug Flutie 12/06/1984

Douglas Bennett, Jr. 01/01/1985

[Saiko] Oyama 01/25/1985

State of the Union Guests 02/01/1985

Collin Boatwright 03/14/1985

Spingarn High School 03/15/1985

Toyota Photo Op, 04/03/1985

Jack Anderson / Young Astronauts 04/04/1985

[Peace Corps Africa Send Off 04/23/1985]

Volunteer Week Events 04/25/1985

[Child Safety Awareness Month Signing Ceremony 04/29/1985]

[Meeting with NCAA's Women's Basketball Champions (Old Dominion University
05/15/1985)]

Holmes Tuttle Group 05/16/1985

[Kickoff 1985 Summer Jobs Program 05/20/1985]

[Meeting with Mr. and Mrs. George Ward 05/23/1985]

Medal of Freedom Luncheon 05/23/1985

Danny Ferry 05/23/1985

[Walt Disney World "Inaugural Parade" 05/27/1985]

[Walt Disney World - EPCOT Center 05/27/1985]

Northside High School 06/06/1985

Frank Richardson 06/06/1985

LA Lakers 06/10/1985

[Announcement of Award Winners (PSI Citations) 06/14/1985]

[C-Flag Awards Ceremony 06/14/1985]

[Don Petersen 06/18/1985]

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[Private Sector Initiative Commendation Certificate to Willard Scott 06/20/1985]

[John F. Kennedy Memorial Library Fundraiser 06/24/1985]

[Andy North 06/25/1985]

[Presentation of Reader's Digest Article on Volunteerism 06/27/1985]

[Parents of Robert Stethem 07/02/1985]

[Napoleon McCallum 09/26/1985]

[Philip Daigneault 10/17/1985]

Kamoya Kimeu 10/22/1985
 ["Year of Liberty" Signing Ceremony 10/28/1985]
 [Private Appointment with Ambassador Charles Price 10/31/1985]
 [Kansas City Royals 10/31/1985]
 [Meeting with Ambassador Geoffrey Swaebe 11/04/1985]
 [Medal of Freedom Ceremony 11/07/1985]
 [American Red Cross 11/13/1985]
 [Photo with John Fling 11/25/1985]
 Tribute to Dutch 12/01/1985
 Photo with Eugene Lang 12/04/1985]
[Humberto Nordio 12/06/1985]
 [Broadcast Pioneers Library Event 12/11/1985]
[W. Glenn Campbell 12/14/1985]
[Lennon Duntley 12/19/1985]
[Christmas Card from City of Westminster, MD 12/20/1985]
[Ezra Taft Benson 01/06/1986]
[Visit to Martin Luther King Jr. Elementary School 01/15/1986]
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[Michael Gardner 03/06/1986]
[Mrs. Pat Jacobson 3/06/1986]
[Jacqueline Hume 03/10/1986]
[Danny Kaye 03/17/1986]
[Schwabachers Photo 03/17/1986]
[Paul Fisher 03/26/1986]
[Advertising Council 04/08/1986]
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[Volunteer Action Awards Luncheon 06/02/1986]
[US Committee for the Battle of Normandy Museum 06/06/1986]
[Jackie Pflug 06/10/1986]
[Young Astronauts Event 06/11/1986]
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[Ed Graber (Request for Photo) 06/13/1986]
[Mother Teresa 06/13/1986]
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